

DEPARTMENT OF THE ARMY
79th Ordnance Battalion (EOD)
52d Ordnance Group (EOD)
Fort Sam Houston, Texas 78234-5056

AFOD-B (700)

11 July 2001

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: International Merchant Purchase Authorization Card
(IMPAC) Credit Card Procedures for 79th Ordnance Battalion (EOD)
Letter of Instruction (LOI), LOI 700-2

1. REFERENCES: AR 710-2, AR 5-9, AR 37-1, DODD 5500.7-R (Joint Ethics Regulation, Standards of Conduct).
2. PURPOSE: To provide guidance and instruction for the use of the IMPAC Credit Card and Local Purchases.
3. SCOPE: This LOI applies to all individuals responsible for making local purchases with the use of the IMPAC Credit Card. It is an alternate method of small purchasing and does not take the place of existing regulations and/or to avoid using GSA. **GSA will be used before doing a local purchase.** Local purchases are made if items can not be delivered within 30 days from GSA, local purchase is cheaper than GSA, GSA item doesn't meet requirements, item is not available through GSA (out of stock), or quantity of issue is inadequate.
4. RESPONSIBILITY: These responsibilities are designed to supplement the "Instructions for the Use of the U.S. Government Credit Card" distributed to the approving official and cardholders when the card is issued.
 - a. The approving official for the battalion is the Battalion S4. The approving official reviews and approves all requests for purchases prior to the actual purchase of the item(s). The approving official certifies the cardholder's monthly statements and ensures that payments are for purchases which were authorized. All cardholders **must** obtain approval from the approving official prior to any purchase by sending a memorandum, enclosure 1 (listing items to be purchased). Phone call approvals will be handled on a case by case basis by the approving official.

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b. All cardholders must reconcile their monthly statement and forward the reconciled statement to the approving official. When the cardholders receive their monthly statement, they must date stamp it with the date received. The cardholders must provide a description for each purchase. The cardholders check each purchase on the statement to verify the accuracy. If items have been returned and the credit voucher received, the cardholders verify that the credit is reflected on the statement. The cardholders have three working days to reconcile their monthly statement and forward it to the approving official. If a cardholder is on leave/TDY, the approving official is responsible for reviewing and certifying the cardholder's statement. The approving official goes over the cardholder's statement upon return.

c. A single purchase will not exceed \$2,500.00. Purchases of like items are not to be split in order to stay within the single purchase limit. All purchases must be made for immediately available items. Back ordering is not allowed. Any time a purchase is made, the receipt must be retained as proof of purchase. These receipts verify the purchases shown on the cardholders monthly statement. If a cardholder does not have documentation of a purchase, the cardholder must attach an explanation that includes a description of the item, date of purchase, merchant's name and why there is no supporting documentation. This will be forwarded to the Battalion Commander for review and action.

d. All cardholders are responsible for their card and are personally liable to the government for the amount of any unauthorized purchases and possible subjection to a fine of not more than \$10,000 or imprisonment for not more than 5 years, or both under title 18 U.S.C.287. The card has the cardholders name embossed on it and may be used only by that cardholder.

e. Once the approving authority receives the card holders documentation, the approving official has 4 days to certify and sign the monthly summary statement. Once this is done, the approving official will attach the signed cardholders statement and forward to the 79th Ordnance Battalion (EOD) Budget Analyst for an accounting classification.

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f. The Budget Analyst will forward the monthly statement to the appropriate Finance Office within 10 working days after receipt of the monthly statement by the cardholder.

g. Immediately notify the approving official and U.S. Bank for lost/stolen cards: Approving Official DSN 421-8972/9048 com (210) 295-8972/9048; U.S. Bank 1-888-994-6722. Once the approving official is notified of a lost/stolen card in writing by the cardholder with the following information: card number, complete name, date and location of the loss, if stolen, the date reported to police, date and time U.S. Bank was notified, any purchases made on the day the card was lost/stolen, and any other pertinent information, the approving official submits a written report to the Agency Program Coordinator within 5 workdays.

h. Cardholders who are within 45 days of PCS/ETS must surrender their card to the approving official, who will complete a destruction notice and forward the notice to the Agency Program Coordinator. Units must train replacement cardholder far enough in advance to maintain IMPAC card coverage.

5. Commanders and 1SGs will attend IMPAC card training within 60 days of arrival at their unit, and personnel who will be cardholders must attend a class given by the Agency Program Coordinator. Units will coordinate through the Battalion S4 for all classes.

6. POC this action is SFC Landry or CW2 Smalls at DSN 421-8933/0681.

Encl
as

PATRICK J. KELLY
LTC, OD
Commanding

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